

LSC Year 2006 Grants Renewal

OVERVIEW

All recipients of LSC funds in service areas approved in 2004 for a three-year grant term, or in 2005 for a two- or a three-year grant term are required to submit an annual grant renewal application. The award of funds in 2006 and beyond is subject to approval of the renewal application, the provisions of future Congressional appropriations, and all other pertinent legislative enactments.

The grant renewal application is available in electronic format only. The electronic forms (except Form I - Certification) must be submitted using the LSC Recipient Information Network. Recipients are asked to sign Form-I, convert it to PDF format, and upload it using the “Application PDF Upload – Form I” which can be found on the Grants Renewal Forms Menu.

PDF Submission Instructions:

1. Go to the Recipient Information Network at www.rin.lsc.gov. Once at the site, click on “Grant Renewal.” Then enter your applicant ID and password, followed by clicking on “Application PDF Upload – Form I.”
2. Once at the upload site, click on “Certification Form (Form I). Identify the document that is to be submitted as the PDF file name. For example, if your grantee number is 111000, the PDF file name would be **111000FormI.pdf**.
3. Do not submit paper copies of any competition documents to LSC. E-mail any questions regarding this matter to the competition service desk at competition@lsc.gov.

LSC Receipt Acknowledgment:

LSC will send applicants an acknowledgement immediately upon receipt of the electronic documents. Applicants should submit questions about this matter to the LSC Competition Service Desk at competition@lsc.gov.

Renewal Application Review Process. The grant renewal application is designed to provide the Legal Services Corporation with sufficient information to determine whether each recipient continues to meet the selection criteria of 45 C.F.R. 1634.9. The grant renewal application review process includes a staff evaluation of each component of the 2006 Grant Renewal Application. A review will also be conducted of the Recipient's compliance with the LSC Act of 1974, as amended and applicable appropriations acts, all lawful requirements of the rules and regulations, grant assurances and conditions,

policies, guidelines, instructions, and other directives of the Corporation. The Corporation reserves the right to request additional information or to conduct an on-site visit. Renewal of the grant may be denied either pursuant to 45 C.F.R. 1606, or under other superseding laws that may be adopted in the course of Congressional appropriations.

The chart below identifies the components of the renewal application, and the mode in which they should be transmitted to LSC:

Form / Document Name		Transmission Format
1.	FORM - A Renewal Application Form	www.rin.lsc.gov
2.	FORM - C Grant Assurances Form The LSC 2006 Grant Assurances (Form-C) will be available soon from www.ain.lsc.gov. Applicants will access Form-C at that time, print it, provide the appropriate signatures, and retain Form-C along with their other LSC grant award documents. Do not return Form C to LSC.	Do not return Form C to LSC. Instead, retain a copy in your grant files.
3.	FORM - D Budget Form	www.rin.lsc.gov
4.	FORM - F Governing/Policy Body Form	www.rin.lsc.gov
5.	FORM - G-12 Projected 2005 Expenditures Form	www.rin.lsc.gov
6.	FORM - I Certification Form <u>Applicants will use Form I to certify that they have reviewed and will comply with the LSC grant assurances. Applicants are asked to sign Form-I, convert it to PDF format, and upload it at the “Application PDF Upload – Form I” site.</u>	www.rin.lsc.gov
7.	FORM - K Technology Form	www.rin.lsc.gov
8.	FORM - L Application Narrative Form	www.rin.lsc.gov

Submission Procedures. LSC must receive all components of the renewal application by 5:00 p.m. EDT, August 8, 2005. Renewal application components are transmitted electronically and must be prepared using the LSC Recipient Information Network at www.rin.lsc.gov. **Form I - Certification must be signed, converted to PDF, and submitted electronically the “Application PDF Upload – Form I” site.** Please note that applicants will use Form-I (LSC Certification Form) to certify that they have reviewed and will comply with the LSC Grant Assurances. Please do not return the LSC Grant Assurances to LSC.

A brief description of the application components is provided below. No other supporting materials will be accepted unless requested by LSC. The General Instructions for the Recipient Information Network are located at www.rin.lsc.gov.

1. Form A - Renewal Application Form. All recipients must complete and submit Form A using the LSC Internet Recipient Information Network. The form and instructions are provided at www.rin.lsc.gov. This form is used to identify the recipient service areas, the name and title of the office contact person, the office address, telephone number, fax number, and E-mail address. The recipient's contact person will serve as the recipient's liaison to LSC, and should either be the Executive Director or functional equivalent.

2. Form C - Grant Assurances Form. Please note that applicants will use Form-I (LSC Certification Form) to certify that they have reviewed and will comply with the LSC Grant Assurances. This information should be read carefully. Please do not return the LSC Grant Assurances to LSC.

3. Form D - Budget Forms. These forms collect information about the recipient's projected expense and revenue data. All recipients should complete the Projected Expense and the Projected Grant Year Support and Revenue Forms. **Recipients reapplying for more than one LSC service area must complete separate forms for each service area.** The budget forms and instructions are provided under the menu item selection of "Budget - Form D."

4. Form F - Governing/Policy Body Form. This form collects information about the applicant's governing or policy body. The governing/policy body form and instructions are provided under the menu item selection of "Governing Body - Form F".

5. Form G-12 - Client Service Data Form. This form collects projected expenditures by case type. All applicants should complete this form based on the most current client services data available. The forms and instructions are provided under "Client Services - Form G."

6. Form I - Certification Form. Recipients are required to certify that they have certain documents on file and will make them available to LSC upon request. Applicants will use Form I to certify that they have reviewed and will comply with the LSC grant assurances. Applicants are asked to sign Form-I, convert it to PDF format, and upload it at the "Application PDF Upload – Form I" site located at www.rin.lsc.gov.

7. Form K - Technology Form. The technology form collects information about the applicant's full-time permanent staff and its computer and software capacity. All applicants must complete Forms K-1 and K-2. The Technology Form and instructions are provided under "Technology - Form K."

8. Form L - Application Narrative Form. The grant renewal application narrative addresses the progress of the LSC grantee in achieving the goals identified in the most recently awarded competitive grant application and significant changes that may have

occurred in the delivery system since the LSC grant was awarded. Recipients should refer to the description of the delivery system described in the most recently awarded competitive grant application, for either year 2004 or 2005.

Acknowledgment of Receipt. LSC will send an acknowledgment of receipt of the application submission to each recipient by e-mail.

Renewal Decisions. It is anticipated that final renewal decisions will be announced during December 2005.

For additional instructions and sample grant renewal forms, [click here](#).